

101 Tips on Cyber Safety

This booklet is prepared by ICDL Arabia as part of its child protection initiative. Supported by:



Dear Student,

Knowledge is enrichment and caution is protection while the Internet and smart phones are a great way to communicate with others and express yourself, it is very important to use them responsibly and cautiously, so that they remain safe for you and for everyone. Respecting yourself and others is a must when using social media platforms, so that you have a positive and interesting experience using the Internet. ICDL Arabia has prepared for you this booklet with 101 Tips on Cyber Safety to act as a reminder about a number of important issues to look out for when browsing the Internet and communicating with others online.

If you ever face a problem or anyone makes you feel uncomfortable, always remember that you can talk to a trusted adult, or to the concerned authorities in your country via the following telephones and e-mail addresses:

United Arab Emirates (UAE)

Abu Dhabi

+9712-512-7777

ecrime@adpolice.gov.ae

Dubai

+9714-609-6944

ecrimes@dubaipolice.gov.ae

Sharjah

+9716-800151

najeed@shjpolice.gov.ae

Oman

+9682-416-6828

Ocert999@ita.gov.com

Kuwait

+9652-561-0304

+9652-566-0142

info@cybercrime.gov.kw

Bahrain

992

www.interior.gov.bh/complaints.aspx

KSA

+96614618000

info@citc.gov.sa

Qatar

+9742347444

cccc@moi.gov.qa

Tips on Using Social Media Platforms



The early 90s' is considered the beginning of the Social Media era. Social Media platforms have opened doors for registered users to share pictures, videos, files as well as make video calls and use instant messaging services.

Smart Internet Use

Be aware of what you post or comment on the Internet, as nothing is private.

Smart Internet Use

Don't provide updates on your plans or activities online to avoid any kind of harassment.

Smart Internet Use

Monitor your Social Media accounts regularly to avoid identity theft.

Smart Internet Use

Do not accept friend requests from people you do not know.

Smart Internet Use

If you click on a link that directs you to a suspicious page, close it immediately.

Smart Internet Use

Check your privacy settings regularly to limit other users from finding your profile and pictures online.

Smart Internet Use

Keep your comments and messages private by sending a personal message.

Smart Internet Use

Avoid giving out personal information online.

Smart Internet Use

If you have a YouTube channel, limit the people that can access it through your privacy settings.

Smart Internet Use

Do not post or comment on anything unethical or illegal anywhere online.

Smart Internet Use

Tell your friends to ask for your permission before uploading pictures or information that include you.

Smart Internet Use

Don't fall into the trap of "liking" bad/fake groups on Social Media platforms.

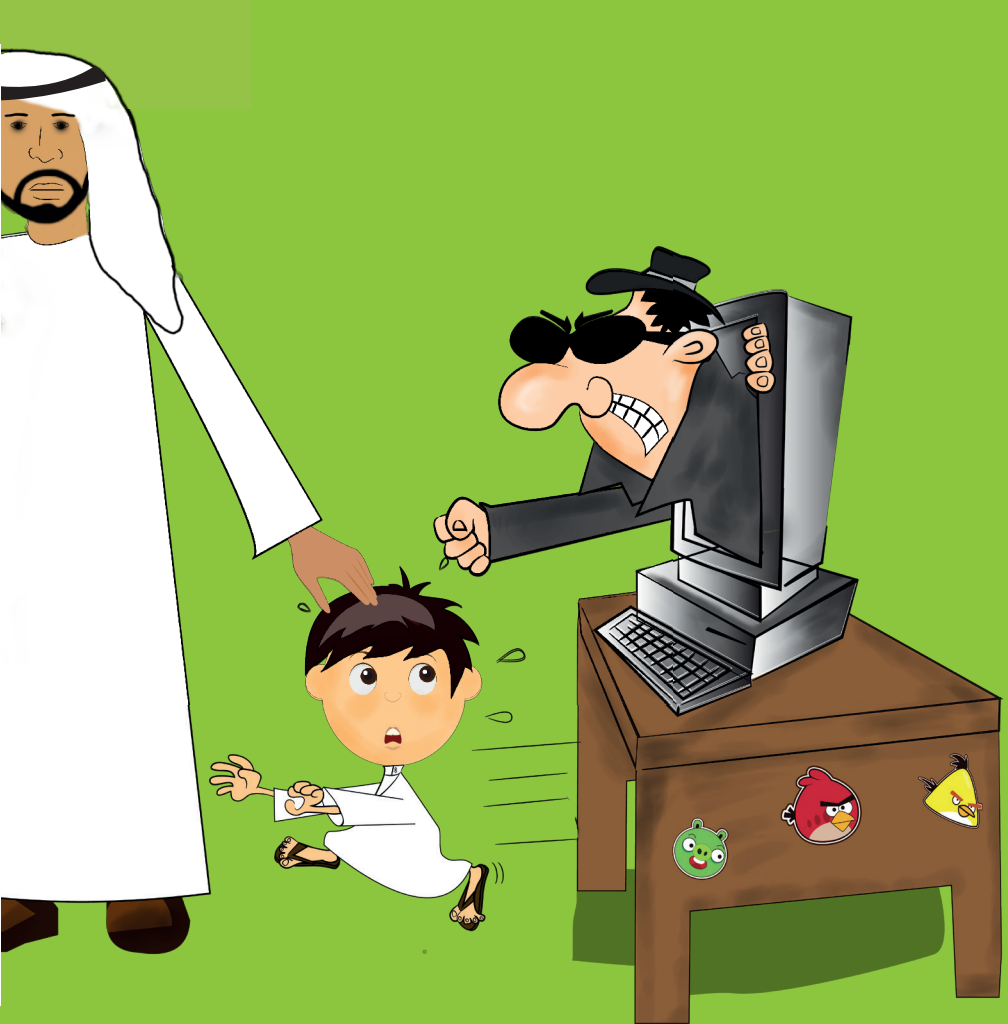
Smart Internet Use

Before sharing content, think twice about how it would affect others.

Smart Internet Use

Do not accept friend requests from people you do not know, even if you have friends in common.

Tips Around Internet Safety



Smart Internet Use

Learn the feature of the "Report Abuse" in case you face any kind of online harassment.

Smart Internet Use

Visit popular and trusted websites; unknown sites are likely to be dangerous and/or inappropriate for your age.

Smart Internet Use

Do not download any programs or files on your laptop or smart phone without knowing and trusting their source.

Smart Internet Use

Downloading any unoriginal copies of any software is considered theft and a criminal offence.

Smart Internet Use

Do not send critical personal information, such as credit card details, over insecure wi-fi connections (i.e. coffee shops, airports).

Smart Internet Use

Google your name every once in a while to see how much of your personal information is accesible to the public.

Smart Internet Use

Delete the cookies present on your computer from time to time.

Smart Internet Use

Avoid saving your personal information, pictures, files on your device to avoid problems in case your device gets stolen.

Smart Internet Use

If you happen to work on someone else's device, make sure you delete any personal information, before leaving log out.

Smart Internet Use

Beware of ads that constantly appear on your screen, most of them are scams.

Smart Internet Use

Limit the time you spend online daily to a maximum of 2 hours as more than that may cause Internet addiction.

Smart Internet Use

If you stumble upon a person who is rude or bullying you online, save the messages as reference, block him and report him to the responsible party.

Parents' Role



The internet is a great invention especially if used in a correct manner. It can educate you while connecting you with others around the world. However, one must always be aware of the lurking risks. It is your parents' duty to warn you of the risks involved in being active online.

Smart Internet Use

Do not reply to messages or posts that are inappropriate, inform your parents immediately, they will know how to handle it.

Smart Internet Use

Always keep your laptop or device protected with antiviruses and make sure you refer back to your parents before you download any program.

Smart Internet Use

Before exploring an unknown website always ask your parents.

Smart Internet Use

If you face any issues while gaming online, refer to your parents.

Smart Internet Use

Make sure you purchase items on well known websites and always ask your parents before doing so.

Smart Internet Use

Always let your parents know what kind of chat rooms or groups you want to join.

Smart Internet Use

Do not reply to messages with inappropriate content, and tell your parents about them immediately.

Smart Internet Use

Do not let anyone talk you into doing something you are not comfortable with. Report them immediately.

Smart Internet Use

Always keep your laptop/PC in the family area not in a secluded area.

Smart Internet Use

Inform your parents of your emails and social media accounts.

Smart Internet Use

Discuss the topics that you research online with your parents.

Smart Internet Use

Fight cyber bullying! If you or a friend of yours are cyber bullied alert your parents and teachers.

Tips About Passwords



Passwords are considered the easiest and most widely used way to keep your information, accounts and computer safe, if used correctly. Here are a few tips to maximize the correct use of passwords.

Smart Internet Use

Refrain from giving anyone your password by email or by phone.

Smart Internet Use

Change your password every 90 days.

Smart Internet Use

Do not leave notes next to your laptop that might contain personal information such as your password.

Smart Internet Use

Never leave your device unlocked.

Smart Internet Use

Be creative and use different passwords for different accounts.

Smart Internet Use

It is always recommended that you choose strong passwords that consist of letters, numbers and symbols.

Smart Internet Use

Choose a strong password for your router so strangers wont be able to access your Internet service.

Smart Internet Use

Make sure your password consists of 6 letters or more.

Smart Internet Use

Do not click 'Remember my Password' on public computers.

Smart Internet Use

Do not disclose your password to anyone, it is your secret code.

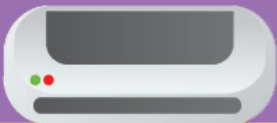
Smart Internet Use

Refrain from using your personal information as passwords eg: date of birth or a common name.

Smart Internet Use

Do not respond to any e-mail that asks you for your password, it is generally a scam.

Tips for Correct E-mail Usage



E-mails are the most used form of communication. They make it easier to attach large files, images and voice files. However there are some risks one needs to be aware of.

Smart Internet Use

Do not open any e-mails or attachments from people you do not know.

Smart Internet Use

Save and keep track of rude or harassing e-mails that you receive, share them with your parents or teachers.

Smart Internet Use

One of the best ways to avoid spam e-mails is not to give out your e-mail ID to anyone you do not know.

Smart Internet Use

Always remember to sign out of your e-mail account when using public laptops.

Smart Internet Use

Never believe an e-mail that asks you to wire money for a family or friend who is in need.

Smart Internet Use

Search for links from unknown e-mail addresses before clicking them.

Smart Internet Use

There's no free money online therefore do not believe e-mails claiming that you won large sums of money.

Smart Internet Use

Ignore any message that you receive from an unknown recipient.

Smart Internet Use

Delete old e-mails that you no longer need.

Smart Internet Use

Change your e-mail password frequently and make it a strong one and hard to guess.

Smart Internet Use

Do not fall for e-mails titled 'Do you remember me?' it is generally a scam or a hacker.

Smart Internet Use

Do not get carried away by sending thread e-mails, there are many hidden risks involved.

Chatrooms



Chat rooms are a great way to stay connected with family and friends but be careful, it is also a way for strangers and stalkers to reach you.

Smart Internet Use

Be very careful in a chat room, the person you are taking to might be of a different age or gender than what he has told you.

Smart Internet Use

Be careful if you decide to meet someone you met online.

Smart Internet Use

Refrain from sending your personal pictures to anyone you do not know.

Smart Internet Use

Choose a cool neutral nickname that does not reveal your gender to avoid any kind of harassment.

Smart Internet Use

Do not reply to video calls from someone you do not know.

Smart Internet Use

Disconnect the web cam when it is not being used.

Smart Internet Use

Never give out personal information about you or your family to chat buddies you met online.

Smart Internet Use

Join appropriate chat rooms and try to have your parents around.

Smart Internet Use

Delete files transferred to you by a stranger without opening them as they might contain viruses.

Smart Internet Use

Be yourself in a chatroom do not mislead another chat friend.

Smart Internet Use

Remember to always value your privacy when in contact with anyone online.

Smart Internet Use

Do not harm anyone online verbally or physically.

Smart Internet Use

Do not trust someone you met online.

Smart Internet Use

Do not spread messages of violence or hate online.

Viruses



Smart Internet Use

Always update antivirus software on all your devices.

Smart Internet Use

Reject linking up with other phones or people you do not know.

Smart Internet Use

Always check any file you would like to download with an antivirus software to check if it is infected.

Smart Internet Use

Download a firewall on your device to remain protected at all times.

Smart Internet Use

Beware of the new 'Skypeworm' Virus that sends messages such as "LOL is this your new profile pic".

Smart Internet Use

Beware of downloading or using file extensions that end in '.exe'.

Smart Internet Use

Do not reply to messages such as "If you do not click this link your Skype account will be deactivated"

Smart Internet Use

Do not rely completely on antivirus software to protect your laptop, use your logic and common sense in sticky situations.

Smart Internet Use

Do not send any files from your device if it is infected.

Smart Internet Use

Do not download any files from insecure websites.

Smart Internet Use

If your laptop gets a virus, disconnect it from the Internet shut it down and ask for help.

Smart Internet Use

keep an eye out for messages that you receive on Facebook.

Tips on Gaming and Apps.



Smart Internet Use

Avoid checking in or providing your location on apps such as 'Foursquare'.

Smart Internet Use

Install programs from well known, reputable, and trusted sites.

Smart Internet Use

If a player is harassing you, stop and report him to the game site operator immediately.

Smart Internet Use

Do not download music except from well trusted paid sites such as 'iTunes' .

Smart Internet Use

Use the available search engines in a smart way to filter the appropriate and useful information.

Smart Internet Use

Avoid violent games, try strategy ones instead.

Smart Internet Use

Beware of apps that ask you for personal information to grant you access, this process makes identity theft easier.

Smart Internet Use

If a game asks you to pay a certain amount to proceed to the next level, have it checked first.

Smart Internet Use

Keep your values and morals in check when using the Internet or smart devices.

Smart Internet Use

Check the content of any app before downloading it.

Smart Internet Use

Avoid lending your laptop or smart devices to anyone you do not trust, so they do not steal your personal data or files.

Smart Internet Use

Smart devices and the Internet provide a great way to connect with one another, receive information and express oneself but it is essential to use it in a correct and responsible manner to avoid the risks involved.

Smart Internet Use

There is nothing to fear if you use the Internet safely and responsibly.

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